

Centers for Disease Control and Prevention
Centers for Public Health Preparedness (CPHP) Program

2004-2005 CPHP Exemplar Group Charter
Public Health Law and Legal Preparedness

PURPOSE AND KEY ACTIVITIES

The Centers of Public Health Preparedness (CPHP) program seeks to (1) strengthen workforce readiness through programs of lifelong learning; (2) strengthen capacity at State and local levels for terrorism preparedness and emergency response; and (3) develop a network of academic-based programs contributing to national terrorism preparedness and emergency response strategy by sharing resources and expertise. In the current program year 2004-2005, the program priorities are to maximize outreach of existing educational materials, and build an evidence base for effective preparedness education. As part of these priorities, Exemplar groups have been formed to create national preparedness resources from existing CPHP materials. Exemplar groups are charged with comparing and contrasting existing materials, programs and methods, and compiling educational "toolkits" around common curricula, courses, and informational materials.

The purpose of the Centers for Public Health Preparedness (CPHP) Public Health Law and Legal Preparedness Exemplar Group is to develop a toolkit that will include:

- ***Inventory/Matrix of existing CPHP-developed materials and programs in the areas of (1) public health law and legal preparedness, and (2) forensic epidemiology:*** The Exemplar group will identify, review, assess and compile CPHP-developed educational/informational resources submitted to the Association of Schools of Public Health (ASPH) in the areas of public health law and legal preparedness, and forensic epidemiology, in order to develop an inventory of available resources. The group will identify materials catalogued in the ASPH resource directory as of March 2005 and query CPHP-network institutions to identify materials not currently inventoried.
- ***{PATT} Descriptive paper analyzing and comparing existing network resources:*** The Exemplar group will prepare a descriptive paper analyzing and comparing existing network resources. This document will identify gaps in the educational/informational materials, highlighting substantive areas and topics requiring training to allow public health practitioners to enhance their competencies in legal preparedness. Based on an analysis of gaps in current CPHP-developed resources, the Exemplar group will prepare a list of recommendations for future activities. Recommendations will include a list of fundamental issues that will serve as a model to assist CPHPs in designing effective curricula appropriate for specific geographical jurisdictional areas,

addressing federal and state law as appropriate, and including local and municipal statutes and regulations as appropriate.

MEMBERSHIP {BETH -- please confirm participant list}

Participants

Participants in the Public Health Law and Legal Preparedness Exemplar Group include subject matter experts and other designated representatives of the CPHP network, CDC and ASPH:

Jason W. Sapsin	Johns Hopkins University	jsapsin@jhsph.edu
H. Pennington Whiteside	Univ. of Alabama at Birmingham	whiteside@uab.edu
Jenifer Martin Lowry	University of Michigan	martinjj@umich.edu
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Peter Budetti	University of Oklahoma	peter-budetti@ouhsc.edu
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Robert Kaman	University of North Texas	kamanr@hsc.ut.edu
Montrece Ransom	CDC Expert Liaison	ozr6@cdc.gov
Beth Rada	ASPH	brada@asph.org
Madeline Roberston	University of Oklahoma	Madeline-Robertson@ouhsc.edu

Leadership

As determined by the membership of the exemplar group, the following members will serve as the primary points of contact and leadership for the exemplar group.

- Jenifer Martin Lowry, University of Michigan
- Jason Sapsin, Johns Hopkins University

The exemplar group leadership members will be responsible for finalizing the group's charter, and other core activities necessary to keep the group on task and deadline. The leadership will act as the primary point of contact for the CDC Subject Matter Expert Liaisons and ASPH Coordinator.

Authors

Authors of the toolkit included Jenifer Martin Lowry, Jason Sapsin, Madeline Robertson, and Patt Sweeney. Is this correct?

STANDARD OPERATING PROCEDURES

Communications

Meetings/conference calls will be biweekly, every other Monday from 2:00PM – 3:00 PM_EST. The ASPH coordinator will be responsible for distributing conference call information and materials. The conference call schedule is as follows:

- February 15
- February 28
- March 14
- March 28
- April 11
- April 25
- May 9

The exemplar group leadership may meet more frequently via conference call based on project needs. ASPH will be responsible for supporting the calls.

The exemplar group members will meet in person March 30-31 in Washington, DC, and will hold ad-hoc meetings at the CDC Public Health Emergency Law Workshop in Atlanta, Georgia on April 12-14, and the CDC Public Health Law Conference in Atlanta, Georgia on June 13-15.

ASPH will support Intranet and workgroup functions to facilitate the sharing of written communication among group members. Group members will be responsible for posting materials to the exemplar group site at www.asph.org/acphp/only.cfm.

Agenda

Exemplar group meetings will be executed according to a pre-established agenda set by the exemplar group leadership and ASPH program coordinator.

Voting

The exemplar group will work toward developing a consensus on the workplan and the contents of the toolkit. Where consensus cannot be achieved the group will vote to resolve any differences of opinions. The ASPH program coordinator will facilitate voting.

Timeline

Exemplar Group Activity	Planned Due Date
Finalize Charter/Workplan.	March 28
Identify all CPHP-related materials in the ASPH Resource Center and CDC query.	March 30-31
Query all institutions that currently have resources not included in the inventories.	March 30

In-person meeting: Washington, DC Develop plan for completion of toolkit – assignments for drafting of final inventory/first draft of toolkit, including descriptive paper accompanying templates.	March 30-31
Circulate draft of all products to the group.	April 13
In person meeting: Atlanta, GA Review documents to draft/highlight gaps/plan for drafting final documents. Make assignments for next steps.	April 13-14
In person meeting: Atlanta, GA Review final draft.	June 13-15
Finalize toolkit.	July 11